



Delta Regional Authority Job Description | Communications Fellow

The Delta Regional Authority (“DRA” or “the Agency”) is an independent federal agency created by Congress in the “Delta Regional Authority Act of 2000” that serves 252 counties and parishes in an eight-state region: Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee. DRA operates as a federal-state partnership and works with its local development districts by utilizing market-proven processes to improve economic outcomes and enhance the quality of life for the people in its region. DRA makes strategic investments of federal appropriations into projects supporting basic public infrastructure, transportation improvements, business development with an emphasis on entrepreneurship, and workforce development. Together, the Federal Co-Chair – who is appointed by the President and confirmed by the U.S. Senate – the Alternate Federal Co-Chair, and DRA’s Board of Governors, seek to foster local and regional partnerships that address economic and social challenges to ultimately strengthen the Delta economy and quality of life for Delta residents.

JOB TITLE: Communications Fellow

SUPERVISORY CONTROL: Director of Communications and Public Engagement

POSITION LOCATION: DRA Region or Washington, DC*

**This position is remote unless located in Clarksdale, MS or Washington, DC*

JOB SUMMARY: The Communications Fellow will support the Director of Communications and Public Engagement with developing and implementing the agency’s communications and public engagement strategy. The Communications Fellow will draft press releases, conduct research, track media coverage, and monitor social media platforms. Additionally, the Communications Fellow will coordinate with other agency divisions to determine their communications and public engagement needs.

The fellowship is anticipated to begin in June 2022 and will conclude on December 31, 2022, with the option to extend at the full discretion of DRA. Adjustments to this schedule will be considered on a case-by-case basis.

DUTIES AND RESPONSIBILITIES

- Create engaging content for media releases, social media platforms, and newsletters.
- Update and maintain the agency’s social media pages.
- Conduct research on the agency’s programmatic focus areas for public relations content.
- Provide constructive input on public relations initiatives and suggest creative ways to market the agency’s programs and initiatives.
- Monitor media coverage on events and media releases that were issued and create press clippings.
- Update the agency’s media lists.
- Perform administrative duties as assigned.

QUALIFICATIONS

Education	<ul style="list-style-type: none">• Enrollment in a BA or equivalent program.• Education in communications, public relations, journalism, or marketing preferred.
Experience/Skills	<ul style="list-style-type: none">• Proficient research and writing skills.• Proficient abilities in copywriting and editing.• Proficient public speaking and communication skills.• Experience with Microsoft Office 365 and Google Workspace (formerly G Suite).• Excellent understanding of various social media platforms including Facebook, Twitter, LinkedIn, Instagram, and YouTube.
Interests	<ul style="list-style-type: none">• Community and economic development• Public policy and government• Writing, photography, and social media• Media and public relations

OTHER REQUIREMENTS

- Excellent analytical, organizational, and interpersonal skills.
- Demonstrated work ethic and willingness to serve a range of duties and responsibilities.
- Keen attention to detail, ability to multitask, perform analysis, and meet deadlines.
- Comfortable working in a fast-paced, deadline-oriented, dynamic environment with multiple ongoing responsibilities and high expectations for quality of work.
- Independent worker, collaborative team player, and problem solver.
- Willingness to travel with notice, if needed.

PHYSICAL REQUIREMENTS

- Audio-visual discrimination and perception sufficient to: (a) make accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment; (c) ability and license to operate a vehicle for both short and long-distance trips.
- Travel throughout the eight states of the DRA Region on a case-by-case basis and in accordance with CDC guidelines as it relates to COVID-19.

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

COMPENSATION: \$15/hour (up to 25 hours per week)

HOW TO APPLY: Submit a cover letter, resume, three references, and three writing samples to jobs@dra.gov with the subject line: Communications Fellow. Applications must be received by Friday, April 15th at 5:00 PM CT.